

NAB Shipping/Material Handling

Note: this information pertains to NAB2005. For information on RTNDA shipping/material handling, please turn to the RTNDA section.

Shipping Addresses

Shipping information, labels and order forms are included in this section of the Exhibitor Manual. We hold GES Exposition Services responsible for orderly, efficient and equitable freight handling at the Las Vegas Convention Center (LVCC) loading dock. All onsite deliveries must be in accordance with the **target move-in schedule as listed on the NAB website at www.nabshow.com**. See the Target Move-in Schedule section below for more information.

Advance Shipping Address

Advance shipments will be accepted by GES **UNTIL Monday, April 4, 2005**.

Exhibitor Name/Booth Number
NAB2005
c/o GES Exposition Services
7000 Lindell Road
Las Vegas, NV 89118

Direct/On-site Shipping Address

Shipments cannot be delivered to the Convention Center **PRIOR TO your target move-in time**.

Exhibitor Name/Booth Number
NAB2005
c/o GES Exposition Services
LVCC
3150 Paradise Road
Las Vegas, NV 89109

Target Move-in Schedule

- To ensure a quick and effective move-in each company is assigned a specific date when they can begin setting up their booth.
- This date is determined by GES based on your booth size and location. The larger your booth and the farther away from the freight doors generally the earlier your target move-in date.
- The target move-in schedule is on the official NAB2005 website, www.nabshow.com in the exhibitor services section. The schedule will be updated weekly.
- If you are unable to access the online schedule, please call NAB Exhibit Services at 877-622-3947 or 202-595-2051 or exhibitcomm@nab.org.
- **All display materials, product and other freight must arrive on your targeted move-in day.**

Material Handling/Drayage

GES Exposition Services has been designated as the official contractor for drayage/material handling at the NAB2005. Show Management and GES Exposition Services have spent a great deal of time and effort organizing the freight procedures so as to provide a smooth and efficient freight-handling operation. GES Exposition Services will perform the following services at the rates listed on the Material Handling Rates and Order Form under this tab:

- The unloading of exhibits and exhibit materials arriving at the LVCC via union carriers, company-owned and operated trucks, cars and station wagons.
- Delivery of such materials to the exhibitors' booths.
- Removal of exhibitors' empty cartons and crates for storage during the show.
- The return of all empty cartons and crates to the exhibitors' booths and the reloading at the conclusion of the show.
- The removal of all packed cartons and crates from exhibitors' booths and the reloading onto union carriers, company-owned and operated trucks, cars and station wagons at the shipping platform of the LVCC.

Please note: exhibitors will be charged material handling for any deliveries to their booth if the vendor uses the marshalling yard and is not listed under the Show Contacts in the Show Information/Contacts section of this manual.

Truck Check-in Area/Marshalling Yard

Common carriers, van lines, and privately owned vehicles over 6'5" **must** use the marshalling yard. See the map and shipping labels in this section. The marshalling yard will be open 6:00am – 6:00pm during move-in/move-out period.

Handy Carry/P.O.V.

Exhibitors may hand-carry small amounts of materials (that which would fit in the trunk of a passenger car) in and out of the Las Vegas Convention Center without the use of hand trucks or carts thru the following designated entrances only:

- Central Hall C1 and C4 entrances
- North Hall N1 entrance
- South Hall Lower S1 and S3 entrances
- South Hall Upper S3 and S4 entrances

Exhibitors who will be removing anything from the hall during move-in/out and show days must first stop the Exhibit Management Office to obtain an Equipment Pass. This policy will be strictly enforced at all times and exists for your protection and product security.

No-Freight Aisles

- The designated "No-Freight Aisles" must be maintained clear of crates and exhibit materials at all times during move-in, show days and move-out.
- These aisles are required for emergency access throughout the hall and to expedite freight and empty crate removal and return.
- This is a fire and safety regulation required by the Las Vegas Fire Marshal and the Las Vegas Convention Center.
- Please contact a GES Freight Account Executive if you require further assistance with this.

Crate Removal, Storage and Return

- By order of the Fire Marshall, exhibitors will NOT be permitted to store empty crates, containers, or boxes in their booth during the show.
- Empty crates and boxes when properly marked will be removed, stored and returned at the end of the show at no additional charge, if the exhibitor uses GES to handle freight in/out of the show.
- Once a crate/container has been removed from the floor and stored, exhibitors will NOT have access to this crate.
- **Crates must be unpacked and labeled for removal by 10:00pm on Saturday, April 17.** GES will remove all crates from the show floor at this time.
- At the close of the show on Thursday, April 21, crate return will not begin until the aisle carpet has been removed. Cardboard boxes will be returned first followed by crates.
- Please keep the aisles clear until carpets are up and crates are returned. All carton and crates will be returned by 2:00am on Friday, April 22.

Scheduling of Outbound Freight

- All outbound shipments require a GES Outbound Material Order Form.
- SHIPPING IS NOT AN AUTOMATIC PROCESS, please do not leave the Outbound Material Order Form in your booth.
- Return your Outbound Material Order Form to the GES ServiCenter when your materials are packed and ready to ship but no later than 5:00pm on Saturday, April 23.

It is the exhibitor's responsibility to secure their materials at the end of the show. A member of your team or a hired security guard should remain with your materials until your carrier arrives and GES picks up your materials from your booth.

NAB preferred carriers will be on-site for your shipping convenience. If you plan to use an alternate carrier, you are responsible for arranging with that carrier. You are also responsible for ensuring that your carrier checks in for loading no later than 6:00pm on Saturday, April 23.

In the event that your designated carrier fails to pick up or refuses to accept shipments, GES reserves the right to re-route such shipments. Where no carrier is provided, material will be taken to GES' warehouse and held for shipping instructions from the exhibitor. Exhibitors will be charged accordingly for this service. No liability will be assumed because of such re-routing or handling.



Exhibitor Freight Target Move-in

R-52

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 866.531.4052 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Email: servicenter@gesexpo.com

NAB2005

Las Vegas Convention Center
April 18-21, 2005

DISCOUNT DEADLINE DATE:

April 4, 2005

ATTENTION!

Please refer to the freight target listing when scheduling your freight deliveries.

Please schedule your freight deliveries according to the date assigned to your booth number. The target listing is available online at: www.nabshow.com, under the Exhibitor service section.

Freight received in advance at the GES Warehouse is guaranteed to be in your booth on the specified target date.

Freight checked in at the marshaling yard by 2:00 pm on your target date is guaranteed to be in your booth on the specified target date.

Labor should be scheduled for the day after your target date.

Please refer to the Material Handling Order Form (R-2B) for drayage charges associated with delivery.

Please use the labels (Forms R-5 & R-6) provided in the Shipping / Material Handling section to ensure proper delivery to your booth.



Crate Removal Information

R-51

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 866.531.4052 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 **Email:** servicenter@gesexpo.com

NAB2005

Las Vegas Convention Center
April 18-21, 2005

DISCOUNT DEADLINE DATE:

April 4, 2005

ATTENTION EXHIBITORS!

From: NAB and GES Exposition Services

Due to the volume of display crates and the limited aisle space available during Show set-up, current procedures will remain in effect for the April 2005 Show.

To facilitate the installation and cleaning of aisle carpet during move-in, all crates must be emptied and labeled for removal by 10:00 pm, Saturday, April 16, 2005. All cardboard cartons, fiber cases and access storage must be tagged and ready for removal from the hall by 2:00 pm, Sunday, April 17, 2005. In addition, booth installation must be completed by 2:00 pm, Sunday, April 17, 2005.

Sunday, April 17, 2005 is intended for Exhibitors to complete final touch-up on their displays and to complete setting their product. These procedures are intended to facilitate the convenience of arrival and set-up for the Exhibitor and their product and to ensure that NAB Show opens on schedule.

Thank you,

NAB and GES

NAB2005 Las Vegas

International Freight tips for a successful show

Preparation

Advance planning can reduce your shipping costs and insure that your goods arrive at NAB on time and in show perfect condition. In the NAB Exhibitor Kit, GeoLogistics Expo provides shipping guidelines for international exhibitors. Familiarizing yourself with these guidelines is an excellent way to begin.

- Use a Professional: GeoLogistics Expo, the official international forwarder for NAB2005, wants to provide you with every assistance possible to this important event. However, if you should choose not to use GeoLogistics, please use another experienced exhibition forwarder. Forwarders without detailed exhibition experience and without an exhibition network can make customs and transport mistakes, leaving you with an empty booth.
- Plan to Ship Early: Advance planning reduces your shipping costs and mitigates delays from unanticipated circumstances, i.e. security procedures, industrial actions, etc. It is very important to meet all official deadlines.
- How to Ship: Choose the method of shipment that works best for your exhibit. Each method has advantages and disadvantages.
 - Ocean: Usually less expensive, longer transit time – up to 6 weeks, involves more freight handling so freight must be packed in wooden re-usable crates.
 - Air: Much shorter transit time - 5-7 days, usually more expensive, less freight handling.

The Details

- Documentation – Preparing accurate documentation to cover your shipment as it moves from your country to the USA and back again is essential. All specifics are included in GeoLogistics Expo's shipping instructions. It is very important that your invoice is in English and describes fully each item in your shipment. Model numbers are insufficient description. If you know the harmonized tariff number for your goods include it on the invoice. Please also include a packing list which gives the dimensions and the gross and net weights of each package shipped.
- Marking/Labeling/Packing – U.S. Customs requires that all goods be permanently marked with their country of origin. Every piece of freight must be clearly labeled with your company name and booth number c/o NAB2004, Las Vegas Convention Center. A large, clear and complete label will allow easy identification of your goods throughout their journey. Be sure that your packing materials are adequate for both the means of transport and for the sensitivity of your goods.
- Insurance – Taking out adequate insurance to cover your exhibit both to and from Las Vegas is a must.

NAB2005

Las Vegas Convention Center
April 18-21, 2005

RTNDA@NAB2005

Las Vegas Hilton
April 18-20, 2005

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of Shipments to your booth by 8:00 a.m. on your first day of move-in (schedule permitting).
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.

How to Ship to Exhibit Site

- Consign all shipments c/o GES Exposition Services.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per Shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise GES will invoice the entire load at the Uncrated rate.

- **Crated** - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** - A surcharge will apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the GES ServicenterSM or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty."

Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the GES ServicenterSM. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth Forklift & Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

GES Limits of Liability & Excess Declared Value

- **Liability** - GES is liable for loss or damage to your goods only if the loss or damage was caused by GES negligence.
- **Measure of Damage** - If GES was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:
 - a. Measure of damages in all situations (including b. & c. below) will be limited by the **Depreciated Value** of the goods or repair costs, whichever is less.
 - b. The lesser of **\$0.50** per pound per package, **\$100** per package, or **\$1500** per occurrence.
 - a. Damages will be limited to a declared value, if you fill in a **Declared Value Amount**, check the box requesting **Excess Declared Value**, and pay the appropriate charges for **Excess Declared Value**. (Maximum allowed declared value \$100,000)
- **Cost** - Excess declared value available from GES for \$1.00 per \$100 of excess valuation. (\$50.00 minimum charge per request)
- **Not Insurance** - Excess declared value is not insurance. GES does not offer or sell insurance. GES is not liable and will not owe for loss or damage to your goods if the damage or loss was not caused by GES negligence.



Pre-Printed Outbound Material Handling Request

R-3

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 866.531.4052 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 **Email:** servicenter@gesexpo.com

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Kit.

NAB2005

Las Vegas Convention Center
April 18-21, 2005

RTNDA@NAB2005

Las Vegas Hilton
April 18-20, 2005

DEADLINE DATE:**April 4, 2005**

Please complete this form and return it to the GES ServicenterSM or GES Service Executive before the above Deadline Date so we can provide you with printed outbound material handling documents and shipping labels at the close of the show for you to review and sign. To take advantage of this service, please complete and return this form. If this form is not received by GES by the time of above Deadline Date, this pre-printing service will not be provided.

SHIPPING INFORMATION

FROM:

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
ADDRESS STREET	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER

SHIPPING DESTINATION 1: Number of Labels Needed:

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
ADDRESS STREET	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER

SHIPPING DESTINATION 2: Number of Labels Needed:

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
ADDRESS STREET	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER

METHOD OF SHIPMENT

Please Select Desired Method of Shipment Below:

☐ **GES Logistics:**☐ **Ground**☐ **Air**☐ **Next Day Delivery** – ☐ AM ☐ PM☐ **2nd Day Delivery**☐ **3rd Day Delivery**☐ **Deferred Delivery**☐ **Van Line** – ☐ Full Pad ☐ Partial Pad ☐ Crated☐ **Specialized Service:** _____**EXCESS DECLARED VALUE OPTION:**

Note 1: Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.

Note 2: Declared value \$ _____. Excess declared value available from GES, up to \$100,000.00.

Excess declared value is not available for items listed on form G-7.

☐ **C**☐ **Other:** _____☐ **Common Carrier**☐ **Air**☐ Next Day☐ 2nd Day☐ Deferred☐ **Van Line**☐ Full Pad☐ Partial Pad☐ Crated

Once your shipment is packed and ready to be picked up, please return the outbound material handling order form to the GES ServicenterSM. Verify the piece count, weight, and that the signature is on the outbound material handling order form prior to shipping out. **Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at exhibitor's expense.**

GES does not accept responsibility for any exhibitor property left on the show floor unattended.

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
---------	---------------	--------------

AUTHORIZED CONTACT SIGNATURE

X

AUTHORIZED CONTACT - PLEASE PRINT

DATE

SAVE TIME WITH GES ONLINE AT: gesexpo.com

Las Vegas
11-0504-03614 / 03615 - NAB



Freight Service Questionnaire

R-7

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 866.531.4052 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Email: servicenter@gesexpo.com

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Kit.

NAB2005

Las Vegas Convention Center
April 18-21, 2005

RTNDA@NAB2005

Las Vegas Hilton
April 18-20, 2005

ALL EXHIBITORS MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

_____ Crated
_____ Uncrated
_____ Machinery
_____ Total

2. Indicate total number of trucks in each category that you will use:

_____ Van Line
_____ Common Carrier
_____ Flatbed
_____ Co. Truck
_____ Overseas Container

3. List carrier name(s):

4. If using a Customs Broker, please print name:

Their Phone _____

5. Print the name of person in charge of your move-in:

Their Phone _____

6. What is the minimum number of days to set your display?

7. What is the weight of the single heaviest piece that must be lifted?

_____ lbs.

8. What is the total weight of your exhibit or equipment being shipped?

_____ lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.?

It is the responsibility of the Exhibitor to provide proper special handling instructions. Failure to provide these instructions will result in the elimination of any liability for loss or damage by GES.

DIRECT SHIPMENTS ONLY:

1. What date and time are you scheduling your shipment(s) to arrive on-site?

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

X

AUTHORIZED CONTACT - PLEASE PRINT

DATE

SAVE TIME WITH GES ONLINE AT: gesexpo.com

Las Vegas
11-0504-03614 / 03615 - NAB



GES Logistics Shipping Order Form

R-8

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 888.454.4437 • FAX: 702.515.5972
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.515.5972

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Kit.

NAB2005

Las Vegas Convention Center
April 18-21, 2005

RTNDA@NAB2005

Las Vegas Hilton
April 18-20, 2005

PICK UP INFORMATION

DATE		SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED)			
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY
PICK UP CONTACT		PHONE NUMBER		FAX NUMBER	
SPECIAL INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY)					WEEKEND <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery

DELIVERY INFORMATION

DATE		RECEIVING HOURS			
DESTINATION		EXHIBITOR NAME			
SHOW NAME		BOOTH #			
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY
SHOW CONTRACTOR		CONTACT		PHONE NUMBER	

METHOD OF SHIPMENT

Ground: ☐ LTL
☐ Truck Load

Rates (price per shipment)
Shipments 0-100 lbs* Shipments 101 lbs and up*

*Subject to applicable surcharges

☐ Special Instructions
(Additional charges may apply)

CREDIT CARD CHARGE AUTHORIZATION (ALL INFORMATION MUST BE PROVIDED)

CREDIT CARD NUMBER					EXPIRATION DATE
CARDHOLDER'S NAME (PLEASE PRINT)			CARDHOLDER'S SIGNATURE		
CARDHOLDER'S BILLING ADDRESS		CITY	STATE	ZIP	COUNTRY
<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Diners Club <input type="checkbox"/> Discover <input type="checkbox"/> American Express <input type="checkbox"/> Corporate Card <input type="checkbox"/> Personal Card					

WEIGHT & DIMENSIONS (FINAL RATE SUBJECT TO CORRECT RATE & DIMENSIONS)

Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.

LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
Total pieces:					Total Weight:					Hazardous Materials Contact Number () -	

Note 1: STOP! You must read form G-7 before going any further...

I have read the Terms & Conditions set forth on form G-7 and I understand the contents thereof. I have the authority to bind the below-referenced exhibiting company, which hereby accepts the terms and conditions set forth on this form and the G-7 form.

Note 2: Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.

Note 3: Declared value \$_____. Excess declared value available from GES, up to \$100,000.00.

Excess declared value is not available for items listed on form G-7.

☐ C ☐

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES and are available to the shipper, on request;

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE X	AUTHORIZED CONTACT - PLEASE PRINT	DATE

SAVE TIME WITH GES ONLINE AT: gesexpo.com

Las Vegas
11-0504-03614 / 03615 - NAB

NAB2005

Las Vegas Convention Center
April 18-21, 2005

Freight Marshaling

GES has established the Thomas & Mack Parking Lot as a truck marshaling yard for the NAB2005 Show. All vehicles must check in with the GES Staff at the marshaling yard prior to unloading.

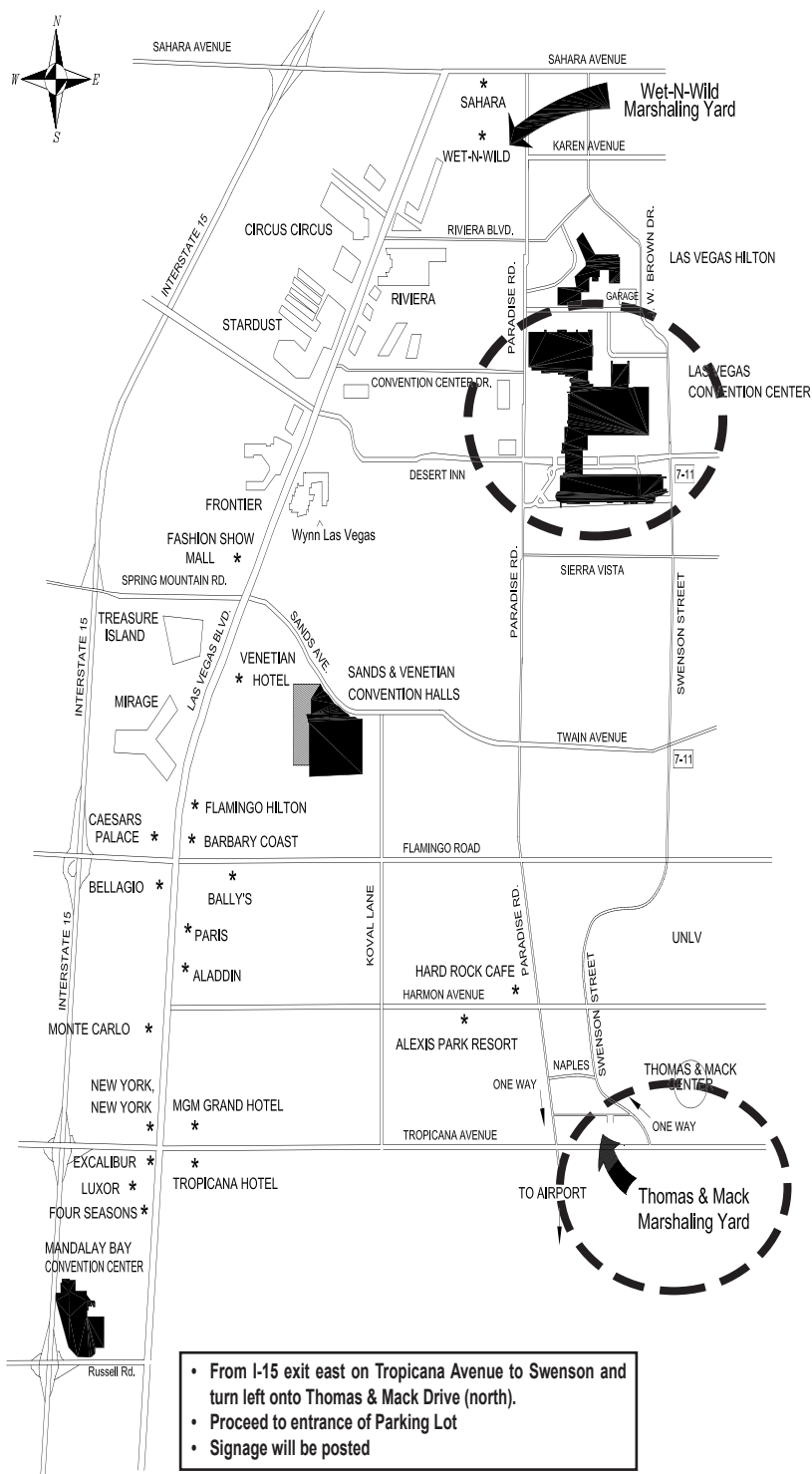
All trucks checking in at the exhibit site prior to 2:00 PM on published move-in days will be unloaded the same day.

To avoid unnecessary idle time, please keep this in mind when ordering your installation labor.

Please call Kristie Wilson in Business Services at (702) 515-5757 for more information.

Thank you!

GES



RUSH!**EXHIBITION FREIGHT**

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

NAB2005

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
7000 Lindell Road
Las Vegas, Nevada 89118

SHIPMENT SHOULD ARRIVE ON OR BEFORE:
April 4, 2005.

Carrier _____

Number _____ of _____ pieces

GES.**RUSH!****EXHIBITION FREIGHT**

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

NAB2005

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
7000 Lindell Road
Las Vegas, Nevada 89118

SHIPMENT SHOULD ARRIVE ON OR BEFORE:
April 4, 2005.

Carrier _____

Number _____ of _____ pieces

GES.**RUSH!****EXHIBITION FREIGHT**

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

NAB2005

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
7000 Lindell Road
Las Vegas, Nevada 89118

SHIPMENT SHOULD ARRIVE ON OR BEFORE:
April 4, 2005.

Carrier _____

Number _____ of _____ pieces

GES.**RUSH!****EXHIBITION FREIGHT**

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

NAB2005

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
7000 Lindell Road
Las Vegas, Nevada 89118

SHIPMENT SHOULD ARRIVE ON OR BEFORE:
April 4, 2005.

Carrier _____

Number _____ of _____ pieces

GES.

RUSH!**EXHIBITION FREIGHT**

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

NAB2005

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
Las Vegas Convention Center
3150 Paradise Road
Las Vegas, Nevada 89109

SHIPMENT WILL BE ACCEPTED BEGINNING:
Refer to target listing at www.nabshow.com.

Carrier _____

Number _____ of _____ pieces

GES.**RUSH!****EXHIBITION FREIGHT**

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

NAB2005

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
Las Vegas Convention Center
3150 Paradise Road
Las Vegas, Nevada 89109

SHIPMENT WILL BE ACCEPTED BEGINNING:
Refer to target listing at www.nabshow.com.

Carrier _____

Number _____ of _____ pieces

GES.**RUSH!****EXHIBITION FREIGHT**

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

NAB2005

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
Las Vegas Convention Center
3150 Paradise Road
Las Vegas, Nevada 89109

SHIPMENT WILL BE ACCEPTED BEGINNING:
Refer to target listing at www.nabshow.com.

Carrier _____

Number _____ of _____ pieces

GES.**RUSH!****EXHIBITION FREIGHT**

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

NAB2005

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
Las Vegas Convention Center
3150 Paradise Road
Las Vegas, Nevada 89109

SHIPMENT WILL BE ACCEPTED BEGINNING:
Refer to target listing at www.nabshow.com.

Carrier _____

Number _____ of _____ pieces

GES.



FAX THIS FORM TO 619-668-5657

To: Client Services

From: Name _____

Co.Name _____

Phone _____

Fax _____

Email _____

Show Name _____

Show Dates _____

Est. Weight _____

I'm looking for: ☐ Most Economical Service

☐ Express Service

CONTACT US:

USA
800.255.5584

INTERNATIONAL
619.668.1565

EMAIL
info@eaxww.com

WEBSITE
www.eaxww.com



Exhibit Transportation Solutions

Exhibit Transportation

S O L U T I O N S



Easy
Affordable
Xperienced

Contact us today.

- 800.255.5584
- www.eaxww.com
- info@eaxww.com
- Complete and fax the Quick Quote on the back.



Official Show Carrier

RECOMMENDED CARRIER

northAmerican® Logistics
the Trade Show Industry Leader



Sheila Williams

800-343-5333

702-327-8645 (cell) 702-457-9657 (Fax)

Sheila_Williams@capitolnorthamerican.com

Las Vegas, NV

Services

- ◆ SHOWCASE SERVICESSM for crated, mixed or padwrap exhibits
- ◆ Delivery to advance receiving or direct to show hall
- ◆ Targeted date and time delivery service
- ◆ Service for both North America and International tradeshows
- ◆ Satellite tracking and vehicle linked internet communications
- ◆ Customized tour service for private marketing events/corporate meetings

Credentials

- ◆ On-site show representation at more than 250 shows annually
- ◆ Dedicated tradeshow fleet of 250 drivers
- ◆ 48-, 51- and 53-foot air ride trailers
- ◆ Experienced drivers for servicing crated, mixed or full padwrap exhibits
- ◆ 99%+ claims-free performance
- ◆ Driver knowledge of show site logistics and protocol
- ◆ 24/7 corporate tradeshow team

NAB 2005 and RTNDA@NAB



Leave the show carrying just your own bags.

Here's how:

- ◆ Simply fill out the General Contractor's Bill of Lading.
- ◆ Write northAmerican® Logistics in the "carrier name" portion of the bill.
- ◆ Label each piece with the special northAmerican® Logistics labels provided at the service desk, and leave the freight in your booth.
- ◆ Turn in your bill of lading at the General Contractor's service desk; we'll handle the rest.
- ◆ Any questions, ask your northAmerican® Logistics representative at the service desk area.



Services

- ◆ Truckload
- ◆ Less-than-truckload
- ◆ Local, US, Canada, International
- ◆ Direct-to-Customer
- ◆ Show-to-Show
- ◆ Multiple/split shipments
- ◆ WorldTrac® satellite tracking





GEOLOGISTICS

Expo Services LLC

NAB2005

RTNDA@NAB

Las Vegas, 18 -21 April

Official International Freight Forwarder and Customs Broker

GeoLogistics Expo Services LLC

1123 Zonolite Road, Suite 22

Atlanta, GA 30306

T: 404-815-8816

F: 404-724-9135

Contact: Margaret Churchill

Email: mchurchill@geo-logistics.com

www.geo-logistics.com

International Shipping

As the Official Freight Forwarder and Customs Broker, GeoLogistics Expo is appointed by show management to handle all international freight. Some of our services include the shipping of international exhibits to the show, completing Customs clearance procedures, delivering to the appointed site handling contractor, and re-exporting the freight at the conclusion of the show. We have designed our services to meet all your international transportation needs.

How is my shipment cleared through U.S. Customs?

Depending on your needs, we can clear your shipment in one of three ways:

- Permanent Duty-Paid Entry: used for all goods which will remain in the U.S. and will not be re-exported. This includes all giveaway items such as brochures and samples.
- Temporary Entry: allows goods to be imported temporarily into the U.S. without the payment of Customs duties and taxes.
- ATA Carnet: goods are imported without the payment of Customs duties and taxes, but may not be given away or sold. All items must be re-exported at the end of the show.

What documents are needed?

In order to clear the goods, we will need the following documents:

- Original ocean bill of lading *or* one air waybill
- Commercial invoices in *English* giving full description and value for each item contained in the shipment. The invoice should be issued to your company c/o the exhibition. Separate invoices for temporary and permanent items are useful.
- Packing list giving weight and dimensions of each package. This information may be included on your commercial invoice.
- Insurance certificate copy with the name of the local settlement agent in the US

When shipping by airfreight, the documents must accompany the shipment. For ocean freight, the documents should be sent as soon as possible to GeoLogistics Expo in Atlanta.

What services can GeoLogistics Expo provide at the exhibition?

Our staff is available to assist you before, during and after the exhibition. We will confirm that your shipment has been delivered to your booth. During the exhibition, we will meet with you to confirm the return shipping instructions. We will handle all the details for you.

What are GeoLogistics Expo's payment terms?

Our terms and conditions require that all transportation services be paid to GeoLogistics Expo Services Inc. before the show opens. International exhibitors may make credit arrangements through our coordinating offices in their home country. Payment may also be made via wire transfer or credit card.

How do I contact GeoLogistics Expo in my country?

We have GeoLogistics Expo offices in most countries. If you do not see your country listed, please contact us and we will assist you.

China

Natural Ltd.
Room 307, Beijing CIEC Bus. Ctr
No. 6, East Beisanhuan Road
Chao Yang District, Beijing 100028
Contact: Ms. Zhong
Tel: 86 (010) 6461 9484
Fax: 86 (010) 6461 9507
Email: zhongyuan@natural-btg.com.cn

Denmark

Blue Water Shipping A/S
Tvaerkaj 2
6700 Esbjerg
Denmark
Attn: Klaus Bindsboll
Tel: 45 7913 4198
Fax: 45 7913 4677
E-mail: kip@bws.dk

FINLAND

Suomen Messulogiistiikka Oy
Messaukio 1
00520 Helsinki
Contact: Kaija Hakkinen
Tel: 358 10 309 6623
Fax: 358 10 309 6611
e-mail:
kaija.hakkinen@johnnurminen.com

France

GeoLogistics Expo Services
Parc Des Expositions, Batiment M2,
BP 60135, 95976 Roissy CDG Cedex
Contact: Thierry Cabrera
Tel: [33] 148633474
Fax: [33] 148633382
E-mail: tcabrera@int.geo-logistics.com

Germany

GeoLogistics Expo Services GmbH
Messegelaende, Halle 9
Frachtzentrum
60327 Frankfurt/Main
Contact: Gernot Iven
Tel: 49 69 75 60 02 41
Fax: 49 69 75 60 02 42
Email: given@geo-logistics.de

Hong Kong

GeoLogistics Ltd.
19/F Broadway Centre
93 Kwai Fuk Road
Kwai Chung N.T., Hong Kong
Contact: Tony Yan
Tel: 852 2211 8528
Fax: 852 2365 8907
Email:
tonnyan@geologistics.com.hk

Israel

Ruth Cargo House
1 ABA Hilel Silver St.
Ofek Center LOD North 71294
PO B 36232
Tel Aviv, 61361
Israel
Contact: Shifra Greenberg
Tel: [972] 89182076
Fax: [972] 97289182063
E-mail: shifra@ruthcargo.co.il

Italy

EXPOTRANS M.T.O. S.r.l.
L.go Domodossola, 1 - Hall 17
20145 Milano
Contact: Fabio Malensek
Tel.: +39 02 49902927
Fax.: +39 02 4801 9658
e-mail:
fabio.malensek@expotrans.it

Japan

GeoLogistics Ltd.
Segi Building 4th Floor
7-1 Iwamotocho 1-Chome
Chiyoda-ku, Tokyo 101-0032
Contact: Hiroshi Hyogo
Tel: 81 (03) 5821 4617
Fax: 81 (03) 5821 4610
Email: expo@geo-logistics.co.jp

Korea

GeoLogistics Expo Services
(Korea)
15F PMK Bldg. # 746
Yeoksam-Dong,
Kangnam-Ku, Seoul 135-080
Korea
Contact: Jim Lim
Tel: 82-2-2192 7426
Fax: 82-2-539 9420
Email: jimlim@geologistics.co.kr

Netherlands

Van Ommeren Expo Logistics
(a division of Hudig Freight Services)
Debussystraat 2/3161 WD Rhooen
The Netherlands
Contact: Walter De Jongh
Tel: 31-10-5066183
Fax: 31-10-5066185
E: w.de.jongh@ommeren-logistics.com

Spain

GeoLogistics SA
Centro de Cargo Aerea, Oficina 704
Piso 7a, 28042 Madrid
Contact: Santiago Salso
Tel: 34 91 67 39 644
Fax: 34 91 66 91 004
Email: ssalso@int.geo-logistics.com

Sweden

GeoLogistics AB
Exportgatan 26
Gothenburg
Contact: Anneli Rogbring
Tel: +46317423071
Fax: +46317423055
E-mail: arogbring@geo-logistics.com

Switzerland

Natural AG
J. Renfer 7
CH-2504 Biel-Bienne
Contact: Peter Kubias
Tel: 41 (0) 32 344 40 06
Fax: 41 (0) 32 344 40 19
Email: peter.kubias@natural.info

Taiwan

GeoLogistics Ltd.
11th No. 192 Rueiguang Road
Neiku Chiu
Taipei, Taiwan R.O.C. 114
Contact: Tiger Wey
Tel: 886 2 26 59 62 99
Fax: 886 2 26 58 72 21
Email: twey@int.geo-logistics.com

United Kingdom

Exhibition Freightling Ltd.
The Oasts, Mill St.
East Malling, Kent ME19 6BU
Contact: Neil Goatcher
Tel: 44 1732-872338
Fax: 44 1732-872339
Email: neil@exhibitionfreightling.co.uk

NAB2005 RTNDA@NAB - Las Vegas, Nevada - April 18 - 21

Consign all international shipments and corresponding documents as follows:

Consignee: "Your Company Name"
C/o NAB2005 / RTNDA@NAB
Booth No. _____
Las Vegas Convention Center
3150 S. Paradise Road
Las Vegas, Nevada 89109

Notify: GeoLogistics Expo
1123 Zonolite Road, Suite 22
Atlanta, GA 30306
E-mail: expousa@geo-logistics.com
Tel: 404-815-8816
Fax: 404-724-9135

Mark all goods as follows:

"Your Company Name"
C/o NAB2005 / RTNDA@NAB
Booth no. _____
Las Vegas Convention Center
Las Vegas, Nevada
Made in (country of origin)

Arrival Deadlines:

Deadline for arrival of LCL sea freight to Los Angeles terminal:	18 March
Deadline for arrival of FCL sea freight to Los Angeles terminal:	23 March
Deadline for arrival of air freight at Las Vegas airport:	27 March

The above Arrival Deadlines are based on delivery to the advance warehouse by April 4th. Please contact GeoLogistics in Atlanta for arrival deadlines based on delivery direct to the show site.

The most important steps to take:

Preparation:

- **Plan to ship early** – Advance planning reduces your shipment costs. With increasing security procedures causing delays to and from the United States, **it is imperative that you meet the deadlines above**. Note that dates above are deadlines, not targets. Arrivals up to 3 weeks before the deadlines are welcome.
- **How to ship** – Choose the method of shipment that works best for your exhibit. Select ocean freight if your schedule allows for up to 6 weeks transit. Choose air freight for a much shorter transit time. Small ocean freight shipments (shipments under 1 cubic meter) incur several minimum charges, so air freight is sometimes less expensive than sea freight.
- **Notification** – You must notify GeoLogistics Expo of the details of your shipment. List GeoLogistics Expo at the above address as the notify party on all shipping documents. All shipping documents must be faxed to GeoLogistics Expo as soon as they are issued.
Only GeoLogistics Expo can clear your shipment through U.S. Customs.

Details:

- **Labeling and Packing** – U.S. Customs requires that all goods be permanently marked with their country of origin. Clearly label every piece with your company name, the name of the show and your booth number. Large labels work best. Be sure that your packing materials are adequate for both the means of transport and the sensitivity of your goods.
- **Documentation** – Prepare a commercial invoice in English with complete descriptions and model/serial numbers. List harmonized numbers if available. Include a packing list with the dimensions, gross and net weights of each package shipped.
- **Insurance** – Take out adequate insurance to cover your exhibit to and from the show.